

ADMINISTRATIVE - INTERNAL USE ONLY

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
23 August - 29 August 1984

I. Items or Events of Major Interest that Have Occurred
During the Preceding Week

A. ADP Activities:

No / 1. Monday 27, August was the deadline for proposals to be received by Procurement Division for RFP 84B-337. Of the nine original bidders, four submitted proposals, three submitted No-Bid letters, and two did not respond. During the next ten days, the Digital Prepress Evaluation Teams will evaluate the technical and cost proposals of the four vendors who submitted proposals.

No / 2. Release 4: Phase I of the Release 4 installation which calls for the first system to be operational for PDB/NIO production by 3 September is still on schedule. Trial runs of the PDB were produced on Sunday and Monday nights, 26 and 27 August; few problems were uncovered, all of which will be corrected during the coming week. There still remains quite a bit of work prior to the weekend, but it is anticipated that it can be finished in time. Atex is cooperating with hardware and applications support.

B. Copier Activities:

No / 1. A second Xerox 9900 was ordered this week with trade-in of a Xerox 9400 for the Bindery and Reprographic Center (B&RC) of P&PD. Following installation, the B&RC will have two 9900s, a Xerox 9500VR, and a Xerox 8200 for high volume production requirements. The 9900 currently in use continues to be faster and more productive than any other high volume copier. However, there have been several service calls recently which Xerox attributes to heat buildup around the machines. A suggestion from Xerox to vent hot air away from the machines will be considered.

No / 2. A member of Copier Management will meet with Chief, General Purchasing Branch, Procurement Division on 31 August to review all Agency copier FY85 Rental, Maintenance, and Service contract equipment schedules. The continuing relocation of Agency components has posed a significant problem in developing

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STAT cost effective solutions for copier requirements. For example, the relocation of the Office of Public Affairs from Headquarters to on 14 September will result in the lease of two additional copiers and the relocation of five currently leased/owned machines.

C. Photography:

1. The 3M Company has notified us of their decision to discontinue the manufacture and sale of Computer Output Microfiche (COM) equipment. Negotiations between 3M Company and the Bell & Howell Company are in progress, and it appears that Bell & Howell will assume the support and service of 3M COM customers. Notification of agreements will be supplied at the earliest possible date.

2. We have received word from HOME/Special Services Branch that Allied Maintenance Corporation plans to provide a thorough clean up service to the Auditorium this Saturday. Scrubbing, waxing of floors, and shampooing of all seats will be accomplished. It will require overtime, as we will have to provide an escort.

II. Significant Events Anticipated During the Coming Week

None

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